



## **TennCare Project Coordinator**

### **TENNCARE OVERVIEW**

TennCare is Tennessee's managed care Medicaid program that provides health insurance coverage to certain groups of low-income individuals such as pregnant women, children, caretaker relatives of young children, older adults, and adults with physical disabilities. TennCare provides coverage for approximately 1.3 million Tennesseans and operates with an annual budget of approximately \$12 billion. It is run by the Division of TennCare with oversight and some funding from the Centers for Medicare and Medicaid Services (CMS).

### **WHY WORK AT TENNCARE?**

TennCare's mission is to improve the lives of Tennesseans by providing high-quality cost-effective care. To fulfill that purpose, we equip each employee for active participation and empower teams to communicate and work collaboratively to improve organizational processes in order to make a difference in the lives of our members. Because of the positive impact TennCare has on the lives of the most vulnerable Tennesseans, TennCare employees report that their work provides them with a sense of meaning, purpose, and accomplishment. TennCare leadership understands that employees are our most valuable resource and ensures professional and leadership development are a priority for the agency.

### **JOB AND DEPARTMENTAL OVERVIEW**

The Division of TennCare is seeking a detailed oriented Project Coordinator to join their Project Management Office (PMO) and the talented team of project managers to help add more value to the organization. The ideal candidate will have an administrative background, possess above average computer skills, be willing to learn new concepts, be good at building relationships, and have some knowledge of how projects are implemented.

The Project Coordinator will report to the PMO Director and will be responsible for assisting the PMO team reach its objectives and goals. The project coordinator will perform all the administrative tasks of the PMO. He or she will also be responsible for supporting the PMO Director and the Project Managers perform their daily duties. This may include monitoring project plans, schedules, budgets, organizing and participating in stakeholder meetings, as well as helping ensure project deadlines are met in a timely manner. The Coordinator should be someone that is looking to grow into a Project Manager position.

## RESPONSIBILITIES

The Project Coordinator will be required to perform, but not limited to, the following:

- Provide coordination to the PMO
- Process onboarding and off boarding of contract workers
- Support the development and delivery of projects to TennCare
- Organize, attend, and participate in stakeholder meetings
- Document and follow up on important actions and decisions from meetings
- Prepare necessary presentation materials for meetings
- Help ensure project deadlines are met
- Undertake project tasks as required
- Maintain and organize the knowledge base of PMO policies, processes, and documentations.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members
- Take notes at meetings when needed
- Attend team training
- Serve as the HR liaison between the PMO department and HR
- Order various supplies and maintain their inventory
- Coordinate weekly reports

## QUALIFICATIONS

- Bachelor's Degree preferred
- 3+ years' of increased responsibility working in an office setting
- Advanced skills with Excel, PowerPoint, and Visio
- Experienced in working with departmental directors and high level senior staff
- Skilled at preparing for meetings
- Advanced time management and analytical skills
- Work well in a team environment
- Excellent note taking, interpersonal, written, and verbal communication skills

**Job Location:** Nashville, Tennessee

**How to Apply:** Qualified candidates should send their resumes along with a cover letter to [Ira.Baxter@tn.gov](mailto:Ira.Baxter@tn.gov) by **4/19/19**.

**Position Status:** *Executive Service*

*Expires – 4/19/19*

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*